

KIDS UNDER COVER SCHOLARSHIP RECEIPT SUBMISSION INSTRUCTIONS



STEP ONE: SIGN UP TO THE KIDS UNDER COVER PORTAL

To register for the Kids Under Cover portal, click – <https://kuc.force.com/portal/s/login/SelfRegister>

Ensure that you enter all details accurately, e.g. your full name, on the form to gain access to the portal. If you receive any errors, please contact the Kids Under Cover Scholarship Program Coordinator on 03 9429 7444.

If have already registered to the portal, move to **Step Two**.

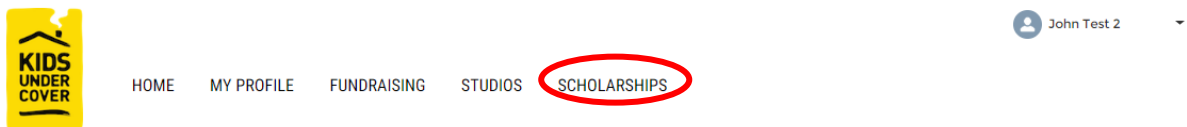
STEP TWO: SIGN IN TO THE KIDS UNDER COVER PORTAL

<https://kuc.force.com/portal/s/login/?startURL=%2Fportal%2Fs%2Fscholarships&ec=302>

Enter your username 'email address' and password to access the portal.

STEP THREE: SELECTING YOUNG PERSON TO LODGE RECEIPTS FOR

Click the Scholarships tab at the top of the page and navigate down to your applications, which will be under the title Acquittals Required. All scholarship must have receipts for scholarship expenditure submitted. Click the **Arrow** button next to their application and click the **Receipts** button.



Education & training support through the Kids Under Cover Scholarship Programs

Kids Under Cover Scholarships

The Kids Under Cover Scholarship Program helps young people who have the passion and motivation to continue education but might not have the financial resources. All young people who live in a Kids Under Cover studio and other young people living in the main household where a studio is located are eligible to apply if they meet the following criteria;

- aged 12 – 25 years old;
- studying or undertaking training in the next year and;
- living in a Kids Under Cover studio or in the main house where a studio is located.

The young person must be undertaking an apprenticeship or traineeship, studying at TAFE, school or university or completing another kind of training to be eligible to apply for a Kids Under Cover scholarship. Previous scholarship recipients may still be eligible

The Kids Under Cover scholarship provides financial assistance to offset some of the costs associated with education or training, such as; technology, uniforms, tutoring, tools of trade for apprentices, even public transport to travel to and from school.

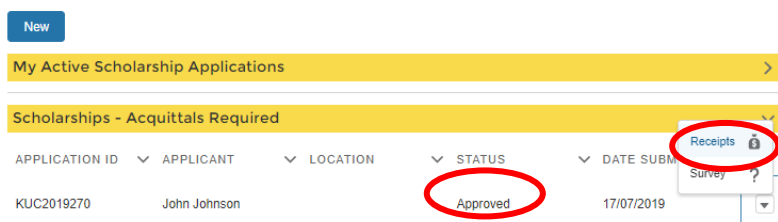
The Ken & Lenka Morgan Scholarship

The Ken & Lenka Morgan Scholarship is a one-off scholarship offered to one young person a year who is residing in a Kids Under Cover studio and other young people living in the main household where a studio is located. This scholarship is valued at \$5,000 and can be used to assist you to pursue your personal, educational and career goals.

Department of Health and Human Services Student Scholarships Program

Kids Under Cover works in partnership with the Department of Health and Human Services (DHHS) to administer the Student Scholarships Program. The Victorian Government funds the Student Scholarships Program to help young people stay engaged with education and complete years 11 and 12 at Government Secondary Schools or TAFEs. These scholarships are available to help young people living in public or community housing, or those at risk of homelessness, get the support they need to stay in school and achieve their full potential.

Applications are now closed for the 2020 scholarship round.



STEP FOUR: ENTERING ACQUITTAL INFORMATION

Click the **New** button, then fill out all information appropriate to your expense. Click the **Save and Next** button.

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Government funds the Student Scholarships

Acquittal Information

ACQUITTAL INFORMATION

*Category
Text Books

*Amount
\$400.00

*Date Paid
23/07/2019

Description
Year 12 VCE maths book

New

Save & Next

STEP FIVE: ATTACHING RECEIPT OR INVOICE

Click the **Upload Files** button and upload any appropriate receipt or invoice that matches your acquittal information.

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Acquittal Information

Support Docs

Upload Files Or drop files

Previous

Save & Close

New

Once your file is uploaded, click **Done**.

Upload Files

000608_Invoices_2018_Term2 (1).pdf
171 KB

1 of 1 file uploaded

Done

Finally, click **Save and Close**.

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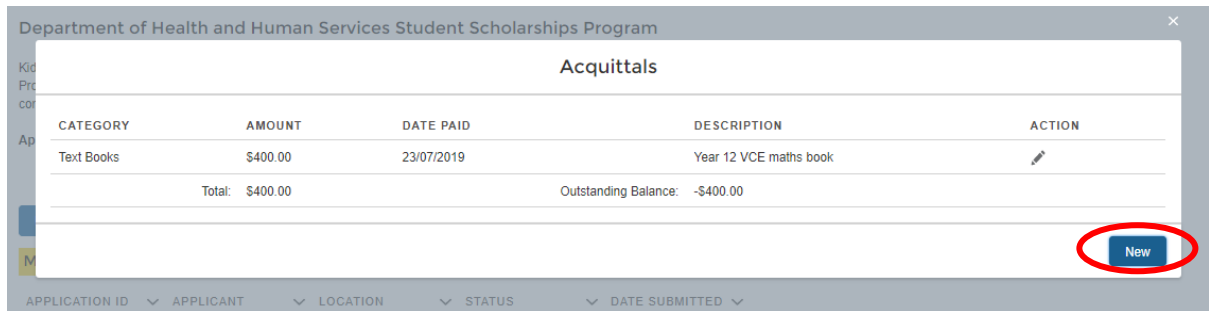
Previous

Save & Close

New

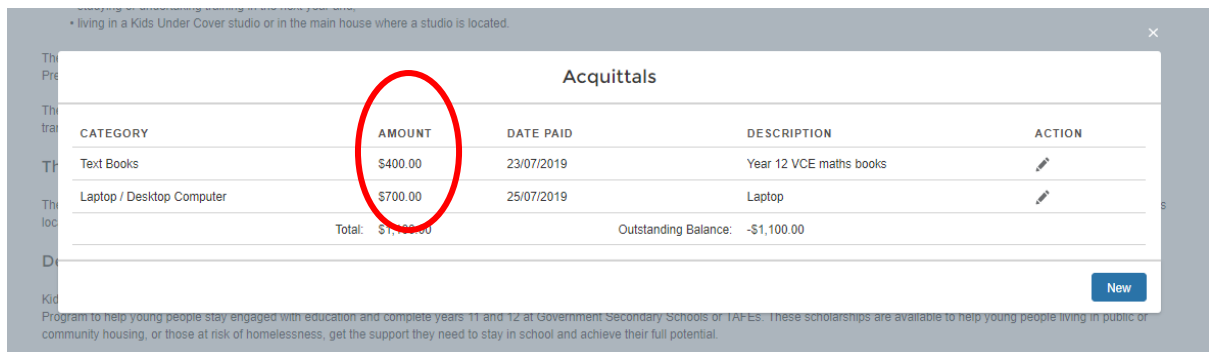
STEP SIX: REVIEWING EXPENDITURE

A summary of the scholarship's expenditure will be visible when after it is lodged. Expenditure information needs to be submitted for all expenses incurred for the scholarship. If there are multiple expenditures to be lodged, click the **New** button and begin the process again.



CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$400.00	23/07/2019	Year 12 VCE maths book	
Total: \$400.00		Outstanding Balance: -\$400.00		

After you have submitted all your receipts, there will be a sum of your total expenditure that let's you know how much scholarship funds you have spent.



CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$400.00	23/07/2019	Year 12 VCE maths books	
Laptop / Desktop Computer	\$700.00	25/07/2019	Laptop	
Total: \$1,100.00		Outstanding Balance: -\$1,100.00		

*If you need any help with submitting scholarship expenditure,
please contact Kids Under Cover on:*

Phone: 03 9429 7444

Mobile: 0407 390 249

Email: scholarship@kuc.org.au